

HANDOUT 3-1

(FS)

TEAM LEADERS' INVESTIGATION CHECKLIST

- ☐ Accident or incident name: _____
- ☐ Location: _____
- ☐ Date of accident/incident: _____
- ☐ Brief description of accident/incident: _____

- ☐ Co-led or agency-led investigation—delegation of authority memo

Name: _____ Phone number: _____

- ☐ Agency administrator: _____
- ☐ Team leader: _____
- ☐ Chief investigator or qualified technical investigator: _____
- ☐ Safety manager/advisor: _____
- ☐ Technical specialists: _____
- ☐ Other investigation team member considerations—Office of Communications, finance, documentation, logistics, Office of the General Counsel, U.S. Department of Agriculture, cultural representative): _____
- ☐ Office of the Inspector General: _____
- ☐ OSHA representative: _____
- ☐ Other key contacts at incident: _____

Transportation

- ☐ Method: (aircraft/vehicle arrangements)
- ☐ Final destination/map: _____
- ☐ Team meeting location: _____
- ☐ Estimated time of arrival: _____
- ☐ Opening meeting date/time: _____
- ☐ Transportation needs at incident: _____

Lodging

- ☐ Name: _____
- ☐ Location: _____
- ☐ Reservations: _____

Resource Needs

- ☐ Forest Service *Accident Investigation Guide* (most current edition)
- ☐ FS-6700-29 Report Guide
- ☐ Laptop computers with extra disks
- ☐ Cell phones and list of key phone numbers
- ☐ Programmable hand-held radios with batteries
- ☐ Camera (35-mm, with extra film, 400 ASA film/batteries) and digital camera (3 to 4 megapixels)
- ☐ VHS video camera with blank tape
- ☐ Fire shirt and pants
- ☐ Laced boots, 8 inches high
- ☐ Hardhat
- ☐ Fire shelter
- ☐ Other needs: _____